



23 September 2002

Re: Request for Proposal "BCN"
CIP #6001 Off-Site Infrastructure Design
& Construction Project Management

Dear Consultant,

The City of Cathedral City is seeking consultant proposals to provide the preliminary engineering, design, construction project management & oversight, construction survey, & all other necessary & pertinent work required to complete and provide the off-site infrastructure to a new hotel project within the City's Downtown Precise Plan area. The Consultant may be asked to also provide construction inspection & materials and soils testing services, but at this time the City anticipates contracting separately for these services, directly with local providers.

The Redevelopment Agency is providing assistance to a developer who is consolidating several older lots into a single new hotel facility. The developer will be providing all design and installation of the on-site infrastructure as part of the hotel project. The City Engineer's office is tasked to provide the new project with all the off-site facilities.

The City has or will be acquiring grants from the U.S. Dept. of Commerce (Economic Development Administration ~ EDA), the Federal Dept. of Housing & Urban Development (HUD) and local & state Community Development Block Grant Funds (CDBG).

Briefly, this project involves the design & installation of:

- 1. Sewer mains & service lines (to Desert Water Agency Std.)*
- 2. Water mains & service lines (to DWA Std.)*
- 3. SCE & dry utility services & under-grounding*
- 4. Storm drain to match Cove design currently being done by RBF*
- 5. Streets: East Palm Canyon, D Street, Van Fleet widening & modifications*

6. *3 Signal modifications for East Palm Canyon @ Date Palm, Allen & Van Fleet*
7. *Assist City Engineer w/street plats, vacation documents, acquisition legal descriptions, easement legal descriptions & plats*
8. *Coordinate and assure plan(s) compatibility with BCN Hotel Project on-site design plans*
9. *Attend regular coordination meetings with the Hotel Developer's general contractor*
10. *Coordinate with all dry utility providers to assure installation of their self-design facilities within the project, i.e. So. CA Gas, Time Warner Cable, Verizon, etc.*

Scope of Work:

The attached Exhibit AA shows the general existing area and boundary of the project. The following items of work generally detail the **Scope of Work**, but may not represent 100% of the specific billable items of work that will be completed:

- Existing water lines are to be abandoned and replaced with new lines to serve the site and preserve the remaining developed adjacent parcels.
- No active sewers exist on site but are available on the north side of the intersections of Date Palm Drive/East Palm Canyon, Van Fleet/East Palm Canyon, & Allen/East Palm Canyon.
- Dry utilities will be undergrounded using local funds & SCE Rule 20A funds. Those facilities must be designed to serve the site and preserve the existing developed adjacent parcels. (Design coordination with the local on-board consultant, Ralph Hitchcock).
- East Palm Canyon & Van Fleet will be widened to meet the needs of traffic studies to be performed by the consultant and to accommodate the needs of the BCN Hotel Project.
- Date Palm Drive south of East Palm Canyon will be eliminated and that intersection converted into a 3-leg signalized operation.
- Van Fleet & Allen Street @ East Palm Canyon traffic signals will be modified as the street design dictates.
- All existing signal interconnect will be preserved or replaced and the consultant shall provide a new signal progression timing plan to meet the City and CVAG's regional synchronization system needs. This shall include individual intersection timing plans/time-of-day & coordination plans, as well as system timing & time-space analysis.
- The Consultant shall be responsible for gathering all record data, plans and survey available for the project areas.
- A complete field survey and topo shall be made with aerial photo and ground topo techniques to be used in combination. Cross sections of the existing roadway's shall be taken showing all centerlines, R/W lines, curbs, sidewalks surface and underground facilities and obstructions within a 100 foot section on either side of any centerline(s), including all

building setbacks. Cross sections shall be made at a minimum of every 50 feet and more detailed where necessary.

- A complete Plan & Profile construction set shall be made and progressed through the City for Final plan acceptance. 65% and 90% submittal will be required. The 65% submittal shall thoroughly identify all utilities and obstructions that must be moved or relocated to achieve the Plan requirements.
- A traffic model for both existing and CVAT's year 2020 volumes shall be compiled and used to determine the Final R/W, traffic lanes, intersection layout and centerline plan(s). Traffic counts shall be taken for segment directional AADT determination, & 24 hour intersection counts including turning movements & pedestrians.
- A complete cost estimate and if necessary, a Phasing Plan shall be prepared by the Consultant encompassing the entirety of all aspects of design, survey, testing, R/W acquisition, construction & construction administration for full Plan implementation & installation.
- The Consultant shall assist the City Engineer if necessary in adoption of the Plan(s) by the Transportation Commission, the Planning Commission and the City Council.
- As early as feasible, the Consultant shall assist the City Engineer in determining the funding available for immediate design of any potential and logical portions of the Plan, and proceed (upon direction of the City Engineer) to produce a complete and bid-able/build-able PS&E for the first phase of the Project. *Of most concern is the need to accelerate street design plans sufficient for SCE and other agencies affected, to design and proceed with their facility installations.*
- The Consultant shall provide, create, format and in general do all the work required to complete any/all of the various funding agencies/grants requirements paperwork/forms and submittal to any/all said agencies for all the various funds used within the scope of the project.

Key Proposal Consideration Factors:

The Consultant shall consider the following factors in presenting a proposal to the City, and shall include within the body of the proposal that:

1. consultant must fully demonstrate experience and an established good working relationship with DWA, the Riverside County Flood Control District (RCFCD), Southern California Edison (SCE), Verizon, Southern California Gas Co. (SCGas) and the local television cable providers (Time-Warner Cable).
2. consultant must show recent experience dealing with similar large commercial projects
3. consultant must closely coordinate with the City's contract utility designer; may actually perform underground utility design/engineering/relocation

4. consultant must be experienced in dealing with federal paperwork in order to comply with EDA, HUD and CDBG contract requirements (experience preferable with EDA and/or CDBG, but there must be adequate experience with one or more agencies)
5. consultant and all sub-consultants shall strictly adhere to any/all federal & state certified wage rates, personnel rosters, EEO reports, DBE/WBE reports if needed, wage rate interviews of employees on job, etc, including the period beginning with initial design preparation through project construction completion
6. project manager (PM) must demonstrate experience in successfully dealing with and coordinating activities between public agency staffs, private developer teams, architects, engineers, contractors, attorneys, etc.
7. consultant must demonstrate ability to perform under changing deadlines, and ability to meet changing priorities and tight schedules
8. teaming of consultant firms is acceptable provided the PM has close and direct control over activities of the team members
9. consultant must have ability to perform contract management, field observation, construction survey & field inspection
10. consultant must show a proven record of tight fiscal oversight , knowledge of general accounting or money management, and thorough records keeping, including as-built drawings
11. the City owns all drawings, designs, work products, surveys, calculations and all electronic/CAD work product produced by the consultant team. All products, including all as-built drawings, must be fully compatible with the City's GIS system and the City will own all end products
12. consultant must coordinate with other designers and consultants, such as City Cove Drainage design consultant (RBF Engineers)
13. consultant must have experience and ability to make City Council presentations and prepare council agenda reports
14. local presence throughout the contract is a must; PM must maintain regular local office hours and be available at all times; encourage obtaining local office space or arrange space within the City Civic Center
15. all consultant designers and participants in project must have actual field knowledge of the project and be familiar with the site and pertinent aspects of the project
16. consultant must attend city staff meetings related to the project and provide regular project update reports and schedules
17. consultant shall provide all environmental review/reporting required for all funds and local agency requirements
18. consultant must be familiar with and adhere to the pertinent sections of the U.S. Dept. of Commerce OMB Circular No. 0610-0096 *Requirements for Approved Construction Projects Ninth Edition (April 2000)* (certain sections included herein in RFP Appendix A)
19. consultant must review, adhere to and include by reference within the Proposal those requirements of EDA (RFP Appendix B herein) and the CDBG required language (RFP Appendix C herein)

20. consultant must provide all required as-built drawings and discs in a timely manner but not more than ninety (90) days after project completion

Tentative required schedule:

<i>24 September</i>	<i>Issue RFP</i>
<i>14 November</i>	<i>RFP's received & opened (2-3 week staff review)</i>
<i>5 December</i>	<i>Notify selected consultant of interviews</i>
<i>19 December</i>	<i>Interviews</i>
<i>9 January 2003</i>	<i>City Council award of contract</i>
<i>13 January 2003</i>	<i>Consultant on board (4-6 month design period)</i>
<i>26 June 2003</i>	<i>Open bids for first phases of construction</i>
<i>14 July 2003</i>	<i>Begin Construction</i>
<i>3 November 2003</i>	<i>Provide key utilities to BCN Hotel Project site for connection</i>

Staff will review all proposals received, then decide how many firms to interview, though we anticipate limiting the interviews to 3 or 4 firms. In no way will the consultant's proposal fee for this study be the deciding factor for consultant selection, though cost will be weighed into the selection process. Therefore, we ask that you detail the total and itemized cost(s) or range of probable costs in your proposal as a separate section within the Proposal. Alternate approaches with different costs and time frames are encouraged to be submitted. Teaming with other or even multiple consultant firms to take advantage of specific expertise and disciplines is also acceptable.

Staff will review all proposals received, then decide how many firms (if any) to interview. The Consultant is required to visit the site and make themselves thoroughly familiar with the project area prior to Proposal submission. ***The Proposal shall make it evident that this has occurred.*** City Staff will be happy to drive the route with potential submitters, answer any/all questions and meet if necessary with potential Proposers. Please call and make an appointment with the Department Secretary, Patty Purdy @ (760) 770-0349 for any such visits.

I anticipate and encourage calls or emails/faxes about this RFP. If necessary, prior to RFP submittal closing, I will issue addenda or clarification memos based upon the input and comment received by the consulting community. Any such additional information coming from the City will be disseminated in a timely manner prior to submittal deadline, or the deadline will be extended.

I will be the primary contact for the consultant during the project and act as project manager, but it must be understood that many members of City Redevelopment Agency Staff will be involved in the project design & construction parameters, as well as the City Council and City Manager's office.

I look forward to reading your proposal and meeting with your firm during the final selection process. Deadline for proposal submittal is 14 November 2002 at 3PM PST. Please mail or deliver the proposals to my attention at the address below. The submittal package should include 4 bound copies of the proposal, each with an included or attached cost scope section, and identifying the key personnel who would be working on our project. It is the City's desire and requirement that once a firm is chosen the key personnel will not change during the course of the project.

Sincerely,

Jerry V. Jack
 Traffic & Development
 Division Manager
 (760) 770-0329
 (760) 202-1460 fax
jjack@cathedralcity.gov

cc: City Staff
 EDA Office
 BCN
 file

Attachments:

- Exhibit AA Project Site "Infrastructure Requirements"
- Exhibit BB Location Map of Project Site
- Appendix A certain sections of *Requirements for Approved Construction Projects Ninth Edition*
- Appendix B EDA Grant Checklist for Architect/Engineer Contracts
- Appendix C CDBG Procurement of Professional Services required Language
- Appendix D Sample boilerplate of City's Professional Services Contract

Appendix A
Certain Sections of *Requirements for Approved*
Construction Projects Ninth Edition

Appendix B
EDA Grant Checklist for Architect/Engineer Contracts

Appendix C
CDBG Procurement of Professional Services required
Language

Appendix D
Sample Boilerplate of City's Professional Services
Contract